

**Job Description – St Peter’s School**

**Teaching Assistant**

***The school is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment.***

**RESPONSIBLE TO:** SLT/PE Leader

**GRADE:** H2

**Purpose of the Job:** To provide high quality support in PE and Sport across the school

**Main Duties and Responsibilities:**

* Assist with teaching quality PE lessons to each class across the school in line with the school PE curriculum and National Curriculum, including providing PPA cover to class teachers
* Provide support to plan for, teach and assess all pupils against appropriate curriculum expectations, using specialist knowledge
* Communicate with class teachers about children’s progress in PE and contribute to end of year reports
* Liaise closely with the PE Subject Leader over the development of PE and Sport in the school
* Support with extra-curricular sports activities for pupils at events and after school
* Organise and accompany pupils to inter school sporting competitions and matches, managing associated communications and administration in a timely well organised manner
* Follow the school’s Health and Safety policy and ensure that all physical activity and equipment is risk assessed in line with ‘Safe Practice in PE, School Sport and Physical Activity’
* Be responsible for the organisation and preparation of equipment and resources
* Assist with displays to promote PE and Sport and to celebrate sporting achievements
* Show a commitment to the safeguarding of children and contribute to the school’s positive culture of safeguarding
* Act as a positive role model to the children, promoting a healthy and active lifestyle
* Work with the PE Subject Leader to plan and organise the annual whole school Sports Day

**Additional Information:**

The postholder is required to:

* Be aware of and comply with all school policies
* Contribute to and support the overall aims and ethos of the school
* Participate in training and in appraisal as required by the school’s policies and practices

The duties and responsibilities listed describe the role at present. The post holder is expected to accept reasonable alterations that may from time to time be necessary. The post holder is part of a team of teaching support staff and flexibility by all staff is important in order to ensure the needs of children are met and the smooth running of the school.